



NORTHSHORE UTILITY DISTRICT APPLICATION FOR EMPLOYMENT

Northshore Utility District is an equal employment opportunity employer

PO Box 82489
Kenmore WA 98028-0489
Voice: (425) 398-4400
Fax: (425)398-4430

Application
Received on:

Position Applying
For:

How did you learn
about the opening?

Instructions:

(1) Carefully read the job announcement of the position for which you are applying. (2) Provide all information requested by typing, printing in ink, downloading the form in Word or completing on-line. (3) Be sure to sign and mail. An incomplete application may delay action or disqualify you. (4) Please return this application and other required materials before 4:30 p.m. on the closing date as indicated on the job announcement.

Last Name:		First Name:		Middle Initial:	Email:	
Street Address:			City:		State:	Zip:
Northshore Utility District is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employment relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.					Home Phone:	
					Mobile Phone:	
1. Are you 18 years or older?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you a U.S. Citizen or can you provide documentation authorizing you to work in the USA?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will you be able to perform the essential duties of the above position (reasonable accommodation will be provided, if necessary)?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Other than parking tickets, have you ever been convicted of any law violation including but not limited to a felony or misdemeanor?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Can you produce copies of diploma, certificate or transcripts from the institutions listed below to verify your academic records?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Do you have any activities, commitments, or responsibilities that may prevent you from meeting work attendance requirements?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Will you consent to a complete background check on you?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
High School:				Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	
Location (City & State):				If No, GED?	Year:	
College or University:				Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	
Location (City & State):		Credit Hours:		Major:	Degree:	
College or University:				Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	
Location (City & State):		Credit Hours:		Major:	Degree:	
Other Training (describe):				Location:	Year:	
Training Institution:		Credit Hours:		Certificate Earned:		
Other Training (describe):				Location:	Year:	
Training Institution:		Credit Hours:		Certificate Earned:		
Other Training (describe):				Location:	Year:	
Training Institution:		Credit Hours:		Certificate Earned:		

If a driver's license or other license, certificate, or registration is required for this position, please complete the following:

Description of License, Certificate, or Registration	License/Certificate	Issuing Agency	Expiration Date	Status
Regular Driver's License, first license in (year): _____				
Commercial Driver License, indicate type (A, B, C) _____				
Other (Indicate type): _____				
Other (Indicate type): _____				

Do you know anyone currently employed by Northshore Utility District?	If so, who? (please name them all):
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Provide us with five professional references (do not include family members or relatives). We will be contacting them.

Name	Phone	Email	Position	Relationship
John Doe	XXX-XXX-XXXX	Example@yahoo.com	Shift Manager	past supervisor at XFN, Inc.

List other related job skills (computer, mechanical, other specialized or technical) that you want us to know about:

Previous Employment Instructions: This section must be completed in detail. A resume will not substitute for a completed Northshore Utility District application form. Beginning with your present or most recent employment, list your work experience history. Limit your history to the last 10 years unless you feel that work experience is related to this position. Include any periods of self-employment, unemployment, U.S. military service, and any job-related volunteer experience. If additional space is necessary, attach a separate sheet.

Job Title:		Employer's Name and Address			
Supervisor's Name:					
Supervisor's Phone:	Employer's Phone:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of employee(s) supervised by you:	
Dates employed in month and year (from – to):		Hours per week:	Last pay rate: \$	per <input type="checkbox"/> month <input type="checkbox"/> year <input type="checkbox"/> hour <input type="checkbox"/> week	
Duties:					
Reason for leaving:					

Job Title:		Employer's Name and Address			
Supervisor's Name:					
Supervisor's Phone:	Employer's Phone:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of employee(s) supervised by you:	
Dates employed in month and year (from – to):		Hours per week:	Last pay rate: \$	per <input type="checkbox"/> month <input type="checkbox"/> year <input type="checkbox"/> hour <input type="checkbox"/> week	
Duties:					
Reason for leaving:					

Job Title:		Employer's Name and Address			
Supervisor's Name:					
Supervisor's Phone:	Employer's Phone:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of employee(s) supervised by you:	
Dates employed in month and year (from – to):		Hours per week:	Last pay rate: \$ <input style="width: 40px;" type="text"/>	per <input type="checkbox"/> month <input type="checkbox"/> year <input type="checkbox"/> hour <input type="checkbox"/> week	
Duties:					
Reason for leaving:					

Job Title:		Employer's Name and Address			
Supervisor's Name:					
Supervisor's Phone:	Employer's Phone:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		No. of employee(s) supervised by you:	
Dates employed in month and year (from – to):		Hours per week:	Last pay rate: \$	per <input type="checkbox"/> month <input type="checkbox"/> year <input type="checkbox"/> hour <input type="checkbox"/> week	
Duties:					
Reason for leaving:					

I certify that all statements on my application materials are true to the best of my knowledge. I understand and agree that false statements shall be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I agree and give my full consent that any person, firm or organization listed hereon is authorized to furnish Northshore Utility District with reference material concerning my character, past employment or any other information requested. Further, I understand that at the time of hire I will be required to provide documentation which authorizes me to work in the United States of America. I understand all candidates considered for employment in a position that requires routine operation of a District vehicle are required to submit to a pre-employment drug test. Failure to pass this drug test shall result in denial of employment. This is a two-sided form; I have carefully read and completed both sides of this application.

Signature of Applicant: _____ Date Signed: _____